OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Elections - On July 2, the Board of Trustees for the Los Angeles Community College District adopted a resolution calling for a single board member election to fill Board of Trustee Seats 1, 3, 5, and 7 to be consolidated with the City of Los Angeles' March 3, 2015 Primary Nominating Election. The resolution further stated that the candidate who receives the greatest number of votes in that election will be deemed the winner and no runoff election will be required.

Preparations for the August 12, 2014 LAUSD, Board District 1 Runoff Election:

City Elections - On July 7, staff mailed 1,208 overseas Vote-By-Mail (VBM) ballot packets. Staff also completed preparation of 93,018 permanent VBM ballot packets to be mailed on July 14.

City Elections - Staff held a logistics meeting on July 8 at City Hall to discuss the processes for the "In Office" Early Voting Pilot Project. Step-by-step training on VBM applications and the issuance of VBM ballots will be conducted in the next few weeks. Staff also issued a press release and conducted a social media blast announcing the "In Office" Early Voting opportunities at both the City Clerk-Election Division's Office at the Piper Technical Center and at the City Clerk's Public Service's Counter at City Hall.

City Elections - Staff approved the English and non-English language Official Sample Ballot proofs for printing and mailing. On July 7, 2,002 overseas sample ballots were mailed to voters. The regular sample ballot mailing will begin on July 14.

City Elections - The Elections Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9, 2014. As of today, there have been 344 applicants.

City Elections/Systems -.All voting supply assembly reports have been finalized and printed. The reports will direct the Elections Operation Center on the correct order for packing and delivery of all voting materials.

Election Temp Accounts - Since June 19th, employee ID accounts have been created for election temporary workers. An additional 80 user IDs have been allocated to accommodate more new hiring for the coming months.

Council File Management System - The search application has been modified to give exact council file numbers priority in search result sorting.

Windows XP Replacement - Sixty desktops and laptops with Windows 7 are being prepared and deployed to replace obsolete Windows XP computers at Piper Technical Center in preparation for hiring Election Temps.

Automated Agenda Management System - The Novus Agenda Builder vendor updated the test server and turned on the vote module. Testing of the vote module is ready to begin next week. Dates and times for testing by Council Public Services staff will be determined at a meeting with them on Wednesday.

Neighborhood and Business Improvement Districts - Review of Management District Plans and Engineer's Reports continued for the renewal of Panorama City and Sherman Oaks BIDs and establishment of the Pacific Palisades and Lincoln Village BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Accounts Receivable/Billing unit continues to process returned mail from hearing notice and Proposition 218 ballot mailings for the Hollywood Media District, Downtown Industrial District, North Hollywood, Greater Leimert Park and Studio City business improvement district renewals.

Teleconference meetings are scheduled at 9 am on July 9, & 11, 2014 to discuss the proposed Central Avenue Business Improvement District.

Fiscal - Staff appropriated accumulated interest and Pipeline Funds to the Real Property Trust Funds and attended training with the Office of the Controller regarding implementation of the new travel policy which will place more approval responsibility on City Departments.

AB1290/Council - Staff closed out 2 contracts funded by AB1290, processed 4 payment requests, and continued work on 4 other contract close outs.

General City Purposes - Staff processed the payment for the 4th of July fireworks show at the LA Coliseum, and continued work on the end of year reversion worksheet for GCP.

Personnel - Staff audited the Controllers implementation of the new 15-step salary conversion in the PAYSR payroll system and commenced manual update of salary adjustments for non-represented employees assigned to Council and CLA.

ISSUES

Granicus - The Information Technology Agency found an error in the Granicus Performance Accelerator (PA) server relating to the service that does the streaming. ITA feels that this bug is the contributing factor for Granicus not starting with DOVS. ITA staff has notified Granicus and will be working with them to resolve this bug.

UPCOMING . . . .

Records Off-Site Storage Request for Proposal (RFP) - A mandatory pre-proposal meeting will be conducted on July 23rd for all interested respondents to the RFP.

City Elections - The Special Runoff Election for the Los Angeles Unified School District Board Seat 1 is scheduled for Tuesday, August 12, 2014.

Council in Recess - The City Council will be in recess from Thursday July 3, 2014 through July 28, 2014. The first resuming Council Meeting is on Tuesday July 29, 2014.